

## CREATING AN EZ REQ

(3/2003)

**A full requisition must be used if you wish to create a requisition with a line item that will have: multiple accounting cost centers, multiple ship to addresses for the same line item, or if a line item unit of issue must be done by amount and not quantity. Otherwise EZ Req may be utilized.**

### 1. Log In.

The login form consists of two input fields and a button. The first field is labeled 'User ID:' and contains the text 'tnorthru'. The second field is labeled 'Password:' and contains eight asterisks. Below the password field is a button labeled 'Logon'. Three numbered instructions are provided in boxes to the right of the form:

1. Enter your "USER ID"
2. Enter "password."
3. Click "Logon" button.

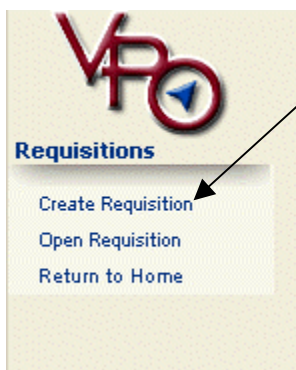
### 2. Welcome Screen.

The Welcome Screen displays a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Inbox, APP, Requisitions, Solicitations, Purchase Orders, Contracts, Catalog Orders, Delivery/Task Orders, BPA Setups, BPA Calls, Documents, Milestones, Preferences, System Setup, System Utilities, FPDS, and Tools. The 'Requisitions' item is highlighted with a blue background. The main content area includes a welcome message for TOM NORTHRUP, a list of last documents accessed, and links to VPO PRISM, Compusearch, and Web Favorites. A numbered instruction box points to the 'Requisitions' menu item:

Click on "Requisitions."

*Once you have clicked on "Requisitions" go on to the next page of this manual.*

## 3. Create Requisition.



Click on “Create Requisition.”

## 4. Choose EZ REQ

A screenshot of a web form titled 'Create New Requisition' in a blue header bar. Below the header are five radio button options: 'EZ REQ', 'Requisition', 'Duplicate', 'Requisition for Modification', and 'Requisition from APP'. An arrow points from a text box to the 'EZ REQ' radio button. At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.

Select EZ REQ then choose “Submit”

## 5. Choose the Requisition #

A screenshot of a web form with two radio button options: 'System Generated' and 'Manual Entry'. The 'System Generated' option is selected. To the right of this option is a dropdown menu. The dropdown menu is open, showing a list of items, with 'Requisition (@#)' highlighted in blue. Below the radio buttons are two buttons: 'Create' and 'Cancel'. An arrow points from a text box to the dropdown menu.

Choose the system generated # from the **drop down** and then choose “Create”.

*Once you have chosen “Create”, go on to the next page of this manual.*

## 6. General Information.

EZ REQ Information			
Requisition Number:	PD-38000-2002-0001	Status:	In Progress
Version:	BASE	Stage:	Requisition
		Number of Items:	0
		Total Amount:	\$0.00
		Commitment:	\$0.00

General Information	
Requisition Date:	04/08/2002
Requisitioner:	TNORTHRU
Buyer:	(None)
Primary Product/Service Code:	PR
Originating Office:	CHEMICAL SAFETY
Payment Office:	ARC/ASD/PRB
Site:	SETUP BUSINESS GROUP
Delivery Date:	
Days After Award:	30
Period of Performance:	

1. Do not put in "Buyer"

2. Enter the Primary Product/Service as "PR." Just type it in

OR

OR

To:

The Primary Product/Service Code is something that you do not need to Concern yourself with as a Requisitioner, however, you must put in "PR" for your requisition to be processed properly.

## 7. Back to the General Info. Screen

EZ REQ Information		
Requisition Number:	PD-38000-2002-0001	Status: In Progress
Version:	BASE	Stage: Requisition
		Number of Items: 0
		Total Amount: \$0.00
		Commitment: \$0.00

General Information	
Requisition Date:	<input type="text" value="04/08/2002"/>
Requisitioner:	<input type="text" value="TNORTHRU"/>
Buyer:	(None)
Primary Product/Service Code:	<input type="text" value="PR"/>
Originating Office:	<input type="text" value="CHEMICAL SAFETY"/>
Payment Office:	<input type="text" value="ARC/ASD/PRB"/>
Site:	<input type="text" value="SETUP BUSINESS GROUP"/>

Delivery Date:	<input type="text"/>		OR
Days After Award:	<input type="text" value="30"/>		OR
Period of Performance:	<input type="text"/>		To: <input type="text"/>

**2. You must fill in a delivery date or the # of days after award. This is shown further on the next page of this manual.**

## 8. Days after award

**Main**  
Items  
Vendors  
Supporting Docs  
Form Info  
Validations  
Route History  
Status  
Notification  
Ownership  
Navigation  
Return

**General Information**

Delivery Date:  OR

Days After Award:  30 OR

Period of Performance:  To:

Ship To:  ACCESS BOARD Edit ...

Mark For (optional):  Edit ...

Organization:  CSB

Invoice Approver/COR:  ME

PerformanceStartDate:

Performance End Date:

Credit Card Vendor:

**Invoice Approver/COR must be entered.**

**1. Be sure to fill in the # of days after award OR a date OR the period of performance of it is a service**

**2. You may also use the calendar icons to fill in dates.**

**Note how "ship to" defaults in. If it is correct then leave it alone, if it needs to be changed, then use the look-up feature.**

## 9. Continuation of above

Select Accounting Code:

Treasury Symbol:  CSB38508F02XX

Fiscal Year:  2002

USSGL:  610001

Cost Code:  CSB0904000

Object Class:  2611

Reporting Category:  00000000

Cat\_B\_Appr:  XXX

Cohort:  XX

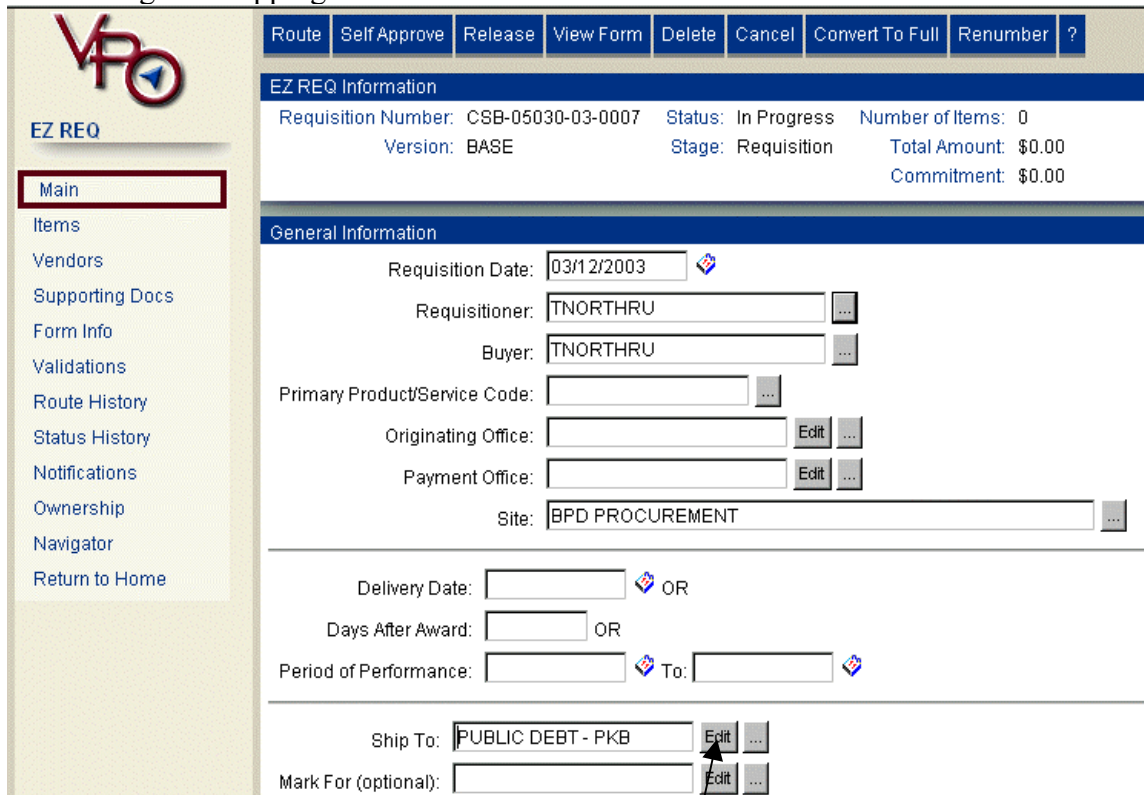
Project:  XXXXXXXXXX

**This screen is a continuation of the one above. You will need to fill in these four fields.**

*If the ship to address and invoice approver/COR are correct then go on to page 11 of this manual, for instructions on the accounting feature. **However, if you want to edit the shipping address then go to the next page of this manual for instructions.***

*If the shipping address needs to be altered, in anyway, to increase the accuracy of the delivery process than follow the steps below:*

#### 9a. Editing the Shipping Address



**VFO**

**EZ REQ**

**Main**

Items

Vendors

Supporting Docs

Form Info

Validations

Route History

Status History

Notifications

Ownership

Navigator

Return to Home

Route Self Approve Release View Form Delete Cancel Convert To Full Renumber ?

**EZ REQ Information**

Requisition Number: CSB-05030-03-0007 Status: In Progress Number of Items: 0  
Version: BASE Stage: Requisition Total Amount: \$0.00  
Commitment: \$0.00

**General Information**

Requisition Date: 03/12/2003

Requisitioner: TNORTHRU

Buyer: TNORTHRU

Primary Product/Service Code:

Originating Office: Edit

Payment Office: Edit

Site: BPD PROCUREMENT

Delivery Date: OR

Days After Award: OR

Period of Performance: To:

Ship To: PUBLIC DEBT - PKB Edit

Mark For (optional): Edit

Click “Edit” and NOT  
the look-up button.

*Go to the next page of this manual.*

## 9b. Blank Shipping Address Screen

**EZ REQ Information**

Requisition Number: CSB-05030-03-0007    Status: In Progress    Number of Items: 0  
 Version: BASE    Stage: Requisition    Total Amount: \$0.00  
 Commitment: \$0.00

**Ship To Address**

Code:

Name:

Address:

City:

State:

Zip:

Country:

Phone:

Fax:

Email:

Choose "Select" to choose the shipping address you wish to edit.

## 9c. Selecting the Address

**Ship To Office Address Selection**

Search:  Code:  For:

Max Results:  Results per Page:

Code	Name	Address 1	Address 2	Address 3	Address 4	City	State	Zip	Country
ACCESS BOARD	ACCESS BOARD	1331 F STREET, NW	SUITE 1000			WASHINGTON	DC	20004-1111	US
ADMIN RES CENTER	ADMIN RES CENTER	BUREAU OF THE PUBLIC DEBT	P.O. BOX 1328			PARKERSBURG	WV	26106-1328	US
ARC/ASD/ASB	ARC/ASD/ASB	200 3RD STREET	UNB - 8TH FLOOR	PO BOX 1328		PARKERSBURG	WV	26106-1328	US
ARC/ASD/DO	ARC/ASD/DO	200 3RD STREET	UNB - 6TH FLOOR	PO BOX 1328		PARKERSBURG	WV	26106-1328	US
ARC/ASD/FMB	ARC/ASD/FMB	200 3RD STREET	UNB - 8TH FLOOR	PO BOX 1328		PARKERSBURG	WV	26106-1328	US
ARC/ASD/PRB	ARC/ASD/PRB	200 3RD STREET	UNB - 6TH FLOOR	PO BOX 1328		PARKERSBURG	WV	26106-1328	US
ARC/ASD/TSB	ARC/ASD/TSB	200 3RD STREET	UNB - 6TH FLOOR	PO BOX 1328		PARKERSBURG	WV	26106-1328	US
CHEMICAL SAFETY	CHEMICAL SAFETY	2175 K STREET, NW	SUITE 400			WASHINGTON	DC	20037-1809	US
COMM ON CIVIL RIGHTS	COMM ON CIVIL RIGHTS	624 NINTH STREET, NW	SUITE 510			WASHINGTON	DC	20425	US
COMMUNITY DEVELOP	COMMUNITY DEVELOP	601 13TH STREET NW	SUITE 200 SOUTH			WASHINGTON	DC	20005	US

Page 1 of 10 (Too many results: Only 100 retrieved. Use Search options to limit results.)

Use the search criteria to find the desired address. Then go to the next page of this manual.

## 9d. Selecting the Address (continued)

?

Ship To Office Address Selection

Search:  For:

Max Results:  Results per Page:

Code	Name	Address 1	Address 2	Address 3	Address 4	City	State	Zip	Country
PUBLIC DEBT - DC	PUBLIC DEBT - DC	ATTN: ROBERT REID	999 E STREET NW	ROOM 301H		WASHINGTON	DC	20004	US
PUBLIC DEBT - PKB	PUBLIC DEBT - PKB	BEST WAY-WAREHOUSE	ATTENTION: JOHN HUGHES	149 19TH STREET		PARKERSBURG	WV	26101	US

Page 1 of 1 (2 results found)

1. Click "Display" to view your choices.

2. Select the shipping code.

## 9e. Editing the Address

?

EZ REQ Information

Requisition Number: CSB-05030-03-0007 Status: In Progress Number of Items: 0  
 Version: BASE Stage: Requisition Total Amount: \$0.00  
 Commitment: \$0.00

Ship To Address

Code:

Name:

Address:

City:

State:

Zip:

Country:

Phone:

Fax:

Email:

It pulls up the default information. However, you can change this information so that it gives better instructions to the procurement staff and vendor.  
*Go to the next page of this manual.*



## 9f. Changing the shipping information

EZ REQ Information		
Requisition Number:	CSB-05030-03-0007	Status: In Progress
Version:	BASE	Stage: Requisition
		Number of Items: 0
		Total Amount: \$0.00
		Commitment: \$0.00

Ship To Address	
Code:	<input type="text" value="PUBLIC DEBT - PKB"/> <input data-bbox="703 533 816 575" type="button" value="Select..."/>
Name:	<input type="text" value="PUBLIC DEBT - PKB"/>
Address:	<input type="text" value="BEST WAY-WAREHOUSE"/>
	<input type="text" value="ATTENTION: J. HUGHES"/>
	<input type="text" value="149 19TH St."/>
	<input type="text" value="Tom Northrup, UNB 4"/>
City:	<input type="text" value="PARKERSBURG"/>
State:	<input type="text" value="WV"/>
Zip:	<input type="text" value="26101"/>
Country:	<input type="text" value="US"/>
Phone:	<input type="text" value="304-480-5322"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

1. I changed "John" to "J." and "Street" to "St." to demonstrate some alterations.

2. Also, I added my personal location so that I can be located quickly if the item is somehow misplaced.

3. Choose "Submit". Go to the next page of this manual.

9g.

Route	Self Approve	Release	View Form	Delete	Cancel	Convert To Full	Renumber	?
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**EZ REQ Information**


Requisition Number: CSB-05030-03-0007    Status: In Progress    Number of Items: 0  
 Version: BASE    Stage: Requisition    Total Amount: \$0.00  
 Commitment: \$0.00


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**General Information**



Requisition Date: 03/12/2003 


Requisitioner: TNORTHRU 

Buyer: TNORTHRU 


Primary Product/Service Code: 


Originating Office:  Edit 



Payment Office:  Edit 

Site: BPD PROCUREMENT 



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

Delivery Date:  OR


Days After Award:  OR


Period of Performance:  To: 

---

Ship To: PUBLIC DEBT - PKB  Edit 

Mark For (optional):  Edit 

Organization 

Invoice Approver/COR 

The address appears the same as always, but it will print our corrections on the form.

*Go to the next page of this manual.*

10. Whatever Accounting fields are entered at the Main level will default in to the line items. They can still be edited at the line item levels as needed.

**You must scroll down the page a little to see this screen.**

**EZ REQ**

Requisition Number: BPD-11000-02-0003 Status: In Progress Number of Items: 0  
Version: BASE Stage: Requisition Total Amount: \$0.00

**General Information**

**Default Accounting Information for New Items**

Select Accounting Code: Alias... A/C Combo...

Treasury Symbol

Fiscal Year

USSGL 610001

Cost Code

Object Class

Reporting Category 00000000

Cat\_B\_Apr XXX

Cohort XX

Project XXXXXXXXXX

The first five accounting fields **WILL NOT** default in with the exception of USSGL.

## 11. Items

**EZ REQ**

Requisition Number: PD-38000-2002-0001 Status: In Progress Number of Items: 0  
Version: BASE Stage: Requisition Total Amount: \$0.00

**Items**

Select Item Number Description Option Item Status Quantity Amount Version

1. Click on "Items".

2. Click on "Add".

*After you have clicked "Add" go on to the next page of this manual.*

## 12. Fill in required fields (description, quantity, unit of issue, and price)

**Item Detail**

Item Number:	<input type="text" value="1"/>	
Description:	<input type="text" value="Dell computer model X23FG23"/>	1. Fill in a description
Quantity:	<input type="text" value="2"/>	2. Fill a "Quantity"
Unit of Issue:	<input type="text" value="EA"/>	3. Fill in a "Unit of Issue"
Unit Price:	<input type="text" value="800"/>	4. Fill in a "Unit Price"
Amount:	<input type="text" value="1600.00"/>	
Product / Service Code:	<input type="text" value="PR"/>	
Accountable Property:	<input checked="" type="checkbox"/>	
USSGL Trans Code:	<input type="text" value="Commitment"/>	"Commitment" Defaults in.

**You must scroll down the page a little to see this screen.**

## 13. Submit

Fiscal Year:	<input type="text" value="2002"/>	
USSGL:	<input type="text" value="610001"/>	OPERATING EXPENSE:
Cost Code:	<input type="text" value="CSB0904000"/>	TAYLOR
Object Class:	<input type="text" value="2611"/>	GENERAL SUPPLIES
Reporting Category:	<input type="text" value="00000000"/>	
Cat_B_Appr:	<input type="text" value="XXX"/>	DEFAULT
Cohort:	<input type="text" value="XX"/>	DEFAULT
Project:	<input type="text" value="XXXXXXXXXX"/>	FUTURE USE
Future 1:	<input type="text" value="XXXXXXXXXX"/>	FUTURE USE
Future 2:	<input type="text" value="XXXXXXXXXX"/>	FUTURE USE

Submit Cancel

As needed, you may change any accounting information that deviates from what defaulted in from Main (e.g. "Object Class").

Click "Submit."

Once you have clicked "Submit" go on to the next page of this manual.

## 14. Suggested Vendors

**EZ REQ**

Main  
Items  
**Vendors**  
Supporting Docs  
Form Info  
Validations  
Route History  
Status History  
Notifications  
Ownership  
Navigator  
Return to Home

**EZ REQ Information**

Requisition Number: 00-007 Status: In Progress Number of Items: 1  
Version: BASE Stage: Requisition Total Amount: \$30.00  
Commitment: \$30.00

**Vendors**

Select Code Name Phone

1. Click on "Vendors"

2. Click on "Add" if you know the vendor you are suggesting is already in the "Prism" Database. Click on "Add Temporary" if they are not.

If you are not sure if the vendor is in the database, then click "Add" and search for the vendor. If you find them, then click on the link to that vendor. However, if you do not find them, then click on "Cancel", when you are returned to the screen above, click "Add Temporary" to put the vendor in temporarily.

Here is where to click "Cancel" if you do not find your preferred vendor.

15. This example below pertains to when the vendor is already in the database, so we clicked "Add" to see the screen below, and then we hit "Next" a few times to get to Verizon.

**Vendor Selection**

Search: Code For: Display Cancel

Results per Page: 10 Max Results: 100

Code	Name	Contact Name	Contact Phone	TIN	DUNS	CAGE	Address 1
<a href="#">SP123</a>	SAMMY SPADE DINNER HOUSE	Sammy McKinney	480-555-1234	123123444			1000 12th Street, SW
<a href="#">SVR</a>	SYLVESTER						
<a href="#">TEMPJEN</a>	TEMPJVEN			222222222	222222222	22222	here st
<a href="#">TEXACO</a>	TEXACO						MASTER
<a href="#">TINNUMBER</a>	PRISM VENDOR			100100100	900900900		1 POINT PARK
<a href="#">TR001</a>	THINGS REMEMBERED						1100 GRAND CENTRA
<a href="#">TSD</a>	THIRD STREET DELI						
<a href="#">UP333</a>	UPS	Sammy McKinney	480-555-1234	999888777			9898 S.W. 7th Street
<a href="#">V55555</a>	VERIZON			888888888			STATE STREET

Prev Page 4 of 4

Click on the vendor you want to choose.

Once you click on a vendor go on to the next page of this manual.

16. This example pertains to when a vendor is not in the database, so we clicked “Add Temporary” to see the screen below. Fill in as many fields as you know.

The screenshot shows a web form titled "Temporary Vendor" in a blue header bar. The form contains the following fields:

- Name:
- Contact Name:
- Address:
- City:
- State:
- Zip:
- Country:
- Phone:
- TIN:
- DUNS Number:
- CAGE Number:
- TPIN:
- Notes:

At the bottom right of the form are two buttons: "Submit" and "Cancel". An arrow points from the "Submit" button to a callout box that contains the text: "Click 'Submit' when all information is entered."

*If you already chose a vendor in the database, then go on to the next page of this manual. Likewise, if you input a temporary vendor, then go on to the next page of this manual, after you click “Submit”.*

## 17. Back to Vendor Screen

**EZ REQ**

Main  
Items  
**Vendors**  
Supporting Docs  
Form Info  
Validations  
Route History  
Status History  
Notifications  
Ownership  
Navigator  
Return to Home

Add Delete Add Temporary Edit Temporary ?

**EZ REQ Information**

Requisition Number: 00-007 Status: In Progress Number of Items: 1  
Version: BASE Stage: Requisition Total Amount: \$30.00  
Commitment: \$30.00

**Vendors**

Select	Code	Name	Phone
<input type="checkbox"/>	T000000361	Costume Designers	(304)555-0000

1. Here is our vendor or temporary vendor.

2. Click "Supporting Documents" and follow the indications below.

**-A justification (sole source documents and statements of work as necessary) should be added as an Attachment, the following print screens will illustrate (IF THE JUSTIFICATION IS SHORT THEN IT CAN BE ADDED TO THE FIRST LINE ITEM'S DESCRIPTION).**

## 18. Supporting Documents

**EZ REQ**

Main  
Items  
Vendors  
**Supporting Docs**  
Form Info  
Validations  
Route History  
Status History  
Notifications  
Ownership  
Navigator  
Return to Home

Add ?

**EZ REQ Information**

Requisition Number: 00-007 Status: In Progress Number of Items: 0  
Version: BASE Stage: Requisition Total Amount: \$0.00  
Commitment: \$0.00

**Supporting Documents Selection**

1. Click "Supporting Docs"

2. Choose "Add"

*After you click "Add" go to the next page.*

19.

1. Leave "Attachment" selected.

2. Choose "Submit"

?

Create New Attachment/Supporting Document

☒ Attachment

☐ Supporting Document

Submit Cancel

20.

1. Type in a subject; **this is the only required field on this page.**

2. Click here to begin looking up the file name

Details

Subject:

Attachment Number:

Attachment Sequence:

Approver:

Approval Date:

Author:

Exception:

Required? ☐

File Name:  ...

Description (up to 32,000 characters):

Submit Cancel

History:

21.

Click "Browse"; then go to the next page of this manual.

?

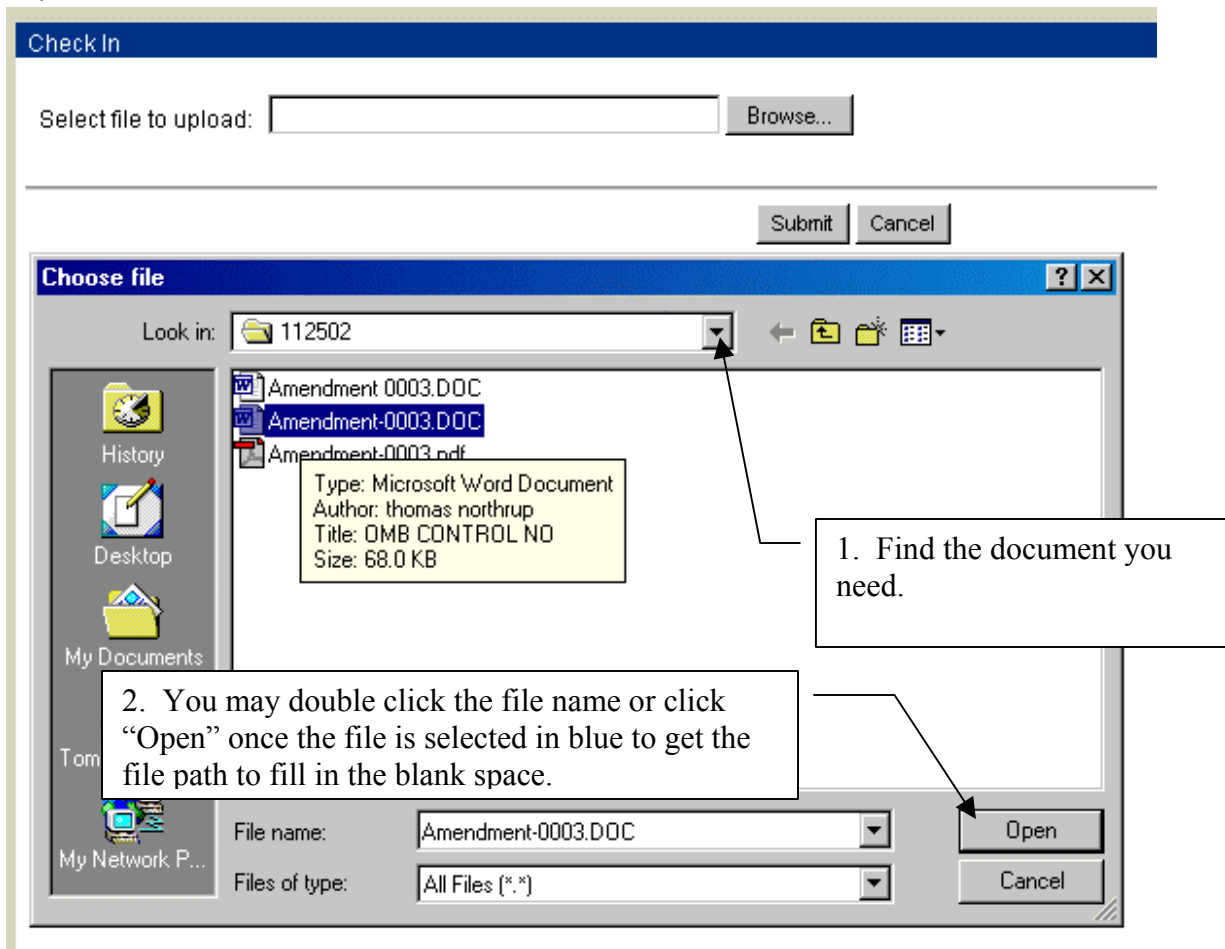
Check In

Select file to upload:  Browse...

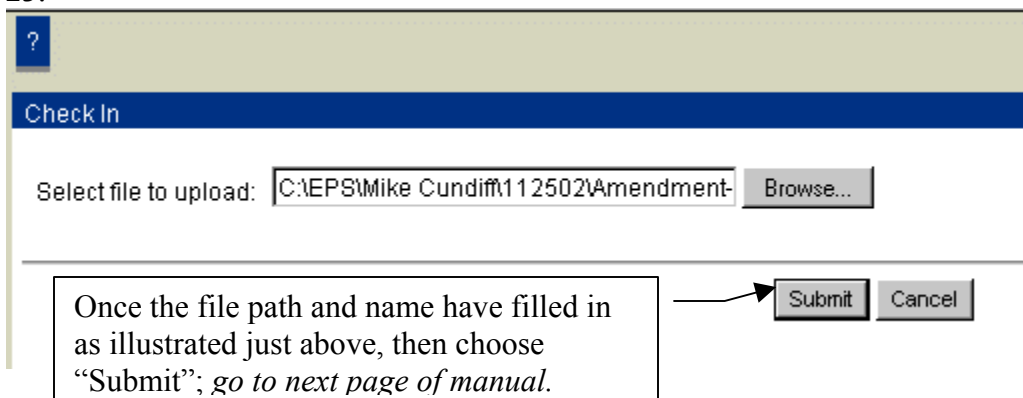
Submit Cancel



22.



23.



24.

**Details**

Subject:

Attachment Number:

Attachment Sequence:

Approver:  ...

Approval Date:

Author:

Exception: ☐

Required? ☐

File Name:

Description (up to 32,000 characters):

History:

Choose "Submit" once more.

25.

**VFO**

**EZ REQ**

Main  
Items  
Vendors  
**Supporting Docs**  
Form Info  
Validations  
Route History  
Status History  
Notifications  
Ownership  
Navigator  
Return to Home

**Add** **Check In** **Check Out** **View** **Detail** **Approval** **Sequence** **Unlock** **Convert** **Delete** **?**

**EZ REQ Information**

Requisition Number: 00-007    Status: In Progress    Number of Items: 0  
Version: BASE    Stage: Requisition    Total Amount: \$0.00  
Commitment: \$0.00

**Supporting Documents Selection**

**Attachments**

Select	Subject	Required	Approved	Attachment Number	Locked	File Name / Exception	Version
<input type="checkbox"/>	Statement of Work	N	N			<u>Amendment-0003.DOC</u>	BASE

Here is the file, which is hyper-linked, if anyone clicks on it they will be able to see the file.

## 26. Validations.

The screenshot shows the VFO EZ REQ interface. On the left is a sidebar with a navigation menu. The 'Validations' option is highlighted with a red rectangle. A callout box with an arrow points to this option, containing the text 'Click "Validations."'.

**EZ REQ**

- Main
- Items
- Vendors
- Supporting Docs
- Form Info
- Validations**
- Route History
- Status History
- Notifications
- Ownership
- Navigator
- Return to Home

**EZ REQ Information**

Requisition Number: PD-38000-2002-0001	Status: In Progress	Number of Items: 1
Version: BASE	Stage: Requisition	Total Amount: \$1,600.00
		Commitment: \$1,600.00

**Validations**

*No Errors Found*

Click "Validations."

27. If you do receive an error while in validations, a screen like this will appear with hyperlinks to where the error occurred and its description. Click on the link and fix the error(s) and then re-validate until the document is error free.

Validations	
Error Messages	
Location	Message
<a href="#">Item: 0001</a>	Sum of quantities for delivery locations must be same as line item quantity
<a href="#">Item: 0001</a>	Sum of amount for delivery locations must be same as line item amount
<a href="#">Item: 0001</a>	Product code is required
<a href="#">Item: 0001</a>	USSGL Trans Code is required
<a href="#">Item: 0001</a>	Invalid Account Code Combination - CSB3850SE02XX-2002-610001- - -0
<a href="#">Item: 0001</a>	Invalid Account Code Combination - CSB3850SE03XX-2002-610001- - -0
<a href="#">Item: 0001</a>	Invalid Account Code Combination - CSB3850SE02XX-2002-610001- - -0
Total Errors: 7	

*After you receive "No Errors Found" then go on to the next page of this manual.*

## 28. A/C Check

**EZ REQ Information**

Requisition Number: AR-38000-2002-0002    Status: In Progress    Number of Items: 1  
 Version: BASE    Stage: Requisition    Total Amount: \$

---

**Validations**

**Error Messages**

Location	Message
Item: 0001	Invalid Account Code Combination - CSB3850SE02XX-2002-610001-CSB

Total Errors: 1

**A/C Check**

1. If you ever get an error like this you need to dynamically insert this new Accounting Code.

2. Click on "A/C Check"

## 29. Dynamic Insert

**Dynamic Insert**

Account Code	Status	Message
	NEW	Request Posted

Refresh   Done

Click on "Refresh" until you see the screen below appear.

## 30. Successful Dynamic Insert

**Dynamic Insert**

Account Code	Status	Message
	SUCCESS	No error message from OCI

Refresh   Done

Note how the "Status" has changed from "NEW" to "SUCCESS"

Click "Done" to complete the dynamic insertion.

Once you click "Done" go onto the next page of this manual.

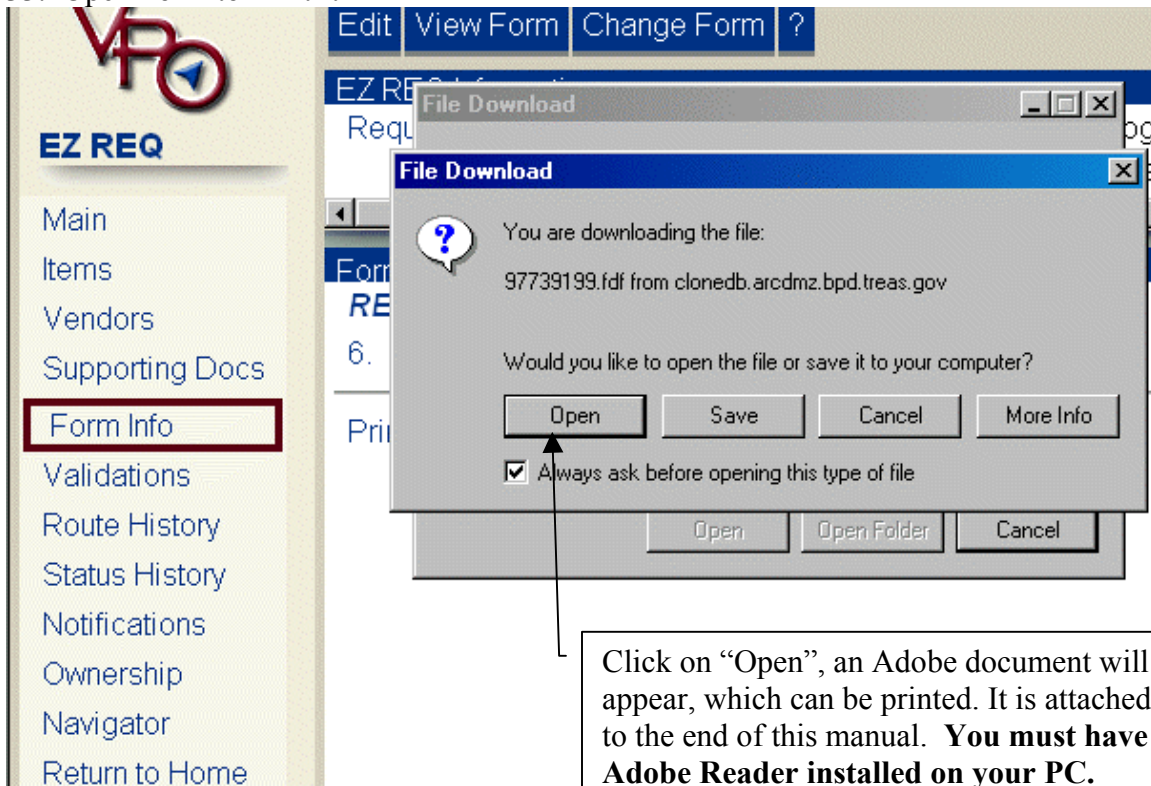
## 31. No Errors

The screenshot shows the EZ REQ interface. On the left is a navigation menu with the following items: Main, Items, Vendors, Supporting Docs, Form Info, **Validations** (highlighted with a red box), Route History, Status History, Notifications, Ownership, Navigator, and Return to Home. The main content area has a blue header 'EZ REQ Information' with the text 'Requisition Number: AR-38000-2002-0002' and 'Version: BASE'. Below this is a 'Validations' section with the text 'No Errors Found'. A yellow box labeled 'Main Content' has an arrow pointing to the 'No Errors Found' text. A text box on the right contains the instruction: 'You should receive “No Errors Found” at this point and you can now view the document and print it, if necessary.'

## 32. View and Print Form

The screenshot shows the EZ REQ interface. On the left is a navigation menu with the following items: Main, Items, Vendors, Supporting Docs, **Form Info** (highlighted with a red box), Validations, Route History, Status History, Notifications, Ownership, Navigator, and Return to Home. The main content area has a blue header 'EZ REQ Information' with the text 'Requisition Number: AR-38000-2002-0002' and 'Version: BASE'. Below this is a 'Form Fill-In Selection' section with the text 'REQGEN' and '6. Consignee and Destination: System Calculate'. A text box on the right contains the instruction: '2. Click “View Form”, after which go to the next page of this manual.' Another text box on the left contains the instruction: '1. Click on Form Info.' An arrow points from the 'Form Info' menu item to the 'Form Fill-In Selection' section.

## 33. Open Form to Print It



## 34. Return to Main &amp; Approve.

Route Self Approve Release Suspend Line Items View Form Delete Cancel Convert To Full ?

**EZ REQ Information**

Requisition Number: PD-38000-2002-0001 Status: In Progress Number of Items: 1  
Version: BASE Stage: Requisition Total Amount: \$1,600  
Commitment: \$1,600

**General Information**

Requisition Date: 04/08/2002  
Requisitioner: TNORTHRU  
Buyer: (None)  
Primary Product/Service Code: PR  
Originating Office: CHEMICAL SAFETY  
Payment Office: ARC/ASD/PRB  
Site: SETUP BUSINESS GROUP

Delivery Date: OR  
Days After Award: 30 OR  
Period of Performance: To:

2. If you have self-approval authority, click on “Self Approve.” If not, you must route the document, which is explained in Routing Manual

1. Make sure you are in the “Main” Tab.

**There is only one “Approver.” He or she is the person authorized to approve/commit funds. All others are “Reviewers.” Therefore, the “Approver” should be last in the routing order. See the Routing Manual to learn about routing. Once you have read the above go onto the next page of this manual.**

## 35. Approval Password

The screenshot displays a software interface for requisition management. At the top, a blue header bar contains the text "EZ REQ Information". Below this, a table-like structure presents requisition details: "Requisition Number: PD-38000-2002-0001", "Status: In Progress", "Number of Items: 1", "Version: BASE", "Stage: Requisition", "Total Amount: \$1,600", and "Commitment: \$1,600". A second blue header bar, "Self Approve Document", is positioned below the details. The main area contains an "Approval Password:" label followed by a text input field with masked characters. Below this is a "Comments (up to 2000 characters):" label and a large text area. At the bottom, there are two buttons: "Mark Approved" and "Cancel". Three numbered instructions are overlaid on the interface: "1. Enter the Approval Password." with an arrow pointing to the password field, "2. Click the 'Mark Approved' button." with an arrow pointing to the "Mark Approved" button, and a third instruction (partially visible) with an arrow pointing to the comments text area.

EZ REQ Information		
Requisition Number: PD-38000-2002-0001	Status: In Progress	Number of Items: 1
Version: BASE	Stage: Requisition	Total Amount: \$1,600
		Commitment: \$1,600

Self Approve Document	
Approval Password:	<input type="password" value="*****"/>
Comments (up to 2000 characters):	<div></div>
<div>Mark Approved Cancel</div>	

1. Enter the Approval Password.
2. Click the "Mark Approved" button.